

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: REENLISTMENT/RETENTION		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 4
INSPECTION OFFICE/AGENCY RETENTION	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>TASK: Conduct an inspection of the Battalion Headquarters Command Retention Program.</p> <p>CONDITIONS: Given the mission of establishing and maintaining a Command Retention Program</p> <p>STANDARD: Receive 4 or less NoGo's in the inspection.</p>				
<p>REFERENCES: V Corps Policy Memos and AR 601-280.</p> <p>PURPOSE: To ensure that policies and procedures IAW the total Army Retention are followed.</p> <p>RETENTION OFFICE</p> <p>a. Was a formal in brief provided which included as a minimum, program status, unit description, retention staffing, and major issues affecting the retention program, provided? (V Corps Policy)</p> <p>b. Does the office provide privacy and is adequate, neat clean, and furnished consistent with other installation facilities? (Paragraph 2-2d(10), AR 601-280 and FM 22-101)</p> <p>c. Are there sufficient signs throughout to identify the location of the office and is it centrally located and convenient for the majority of personnel? (Paragraph 2-2d(16), AR 601-280)</p> <p>d. Is the office equipped with the necessary computers and software to operate the RETAIN System? (Paragraph 2-2d(10), AR 601-280)</p> <p>SELECTION, ASSIGNMENT, UTILIZATION OF CAREER COUNSELOR/FULL TIME RETENTION NCO (Chapter 9, AR 601-280)</p> <p>a. Does the Battalion have either a Career Counselor (PMOS 79S) or full time Retention NCO assigned? (Paragraph 9-4c, AR 601-280)</p> <p>b. If a full time Retention NCO is assigned, does the NCO meet the reenlistment eligibility criteria in Appendix B, AR 601-280?</p> <p>c. If a full time Retention NCO is assigned, has an appointment been made in writing?</p>				

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<p>c. Does the battalion have a Reenlistment Bulletin Board posted in an area of high visibility within the unit and is the information up to date? (Paragraph 2-2f(17), AR 601-280)</p> <p>ADMINISTRATION</p> <p>a. Is the battalion conducting quarterly training for its subordinate unit retention personnel? (Paragraph 2-2d(11), AR 601-280)</p> <p>b. Are training records being maintained for 12 months to include lesson plans, announcement memorandums, and a list of attendees? (AR 25-400-</p> <p>c. Has the Battalion Commander published an Army Retention Incentive Program? (Paragraph 2-2d(14), AR 601-280)</p> <p>d. Is the battalion reenlistment office publishing objectives to unit level and maintaining quarterly and fiscal year statistics? (Paragraph 2-2d(4), AR 601-280)</p> <p>e. Are they publishing statistics monthly to their subordinate commanders? (Paragraph 2-2f(4), AR 601-280)</p> <p>f. Does the office maintain reenlistment eligibility rosters for 12 months? (AR 25-400-2)</p> <p>g. Are copies of reenlistment contracts, waivers, annexes, and extensions properly completed and filed to include DA Forms 4591-R, 2A and 2-1, all RETAIN processing actions, SIDPERS processing records, justification for extension and any other related documents for current and previous fiscal years? (Paragraph 11-12, AR 601-280)</p> <p>h. Are formal quarterly retention inspections being conducted by the Career Counselor/full-time Retention NCO on subordinate units and do inspection reports contain in-depth recommendations for corrective action? (Paragraph 2-2f(11), AR 601-280)</p> <p>i. Are copies of quarterly inspections on file for the past 12 months? (AR 25-400-2)</p> <p>j. Does the battalion have a MOI or approved written plan for conducting reenlistment during deployments, to include how the reenlistment office will deploy, what means of communications will be available, transportation arrangements, and procedures for processing of retention actions? (Appendix H, AR 601-280)</p> <p>k. Is the Bonus Extension and Reenlistment (BEAR) Program properly publicized and administered? (Chapter 6, AR 601-280)</p>				
<p>l. Is the Career Counselor familiar with procedures for safeguarding RETAIN</p>				

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<p>n. Is the Career Counselor/full time Retention NCO ensuring soldiers declining reenlistment are referred to the servicing transition office for Reserve Component interviews? (Paragraph 2-2f(9), AR 601-280)</p> <p>o. Are reenlistment personnel familiar with counseling statement procedures for those soldiers refusing to meet service remaining requirements? (DCSS) (Paragraph 4-11, AR 601-280)</p> <p>p. Are Retention Data Worksheets DA Form 4591-R completed/reviewed by Career Counselors using MPRJ and other supporting documents? (Paragraph 11-18, AR 601-280)</p> <p>q. Is there an established Bar to Reenlistment tracking system? (Paragraph 2-2f(12), AR 601-280)</p> <p>r. Are bars to reenlistment being reviewed in a timely manner? (Paragraph 8-5h, AR 601-280)</p> <p>s. Are required retention publications current, with changes posted, and available in the reenlistment office? (V Corps Policy)</p> <p>t. Are RETAIN and automated communication messages on file? (AR 25-400-2)</p> <p>u. Does the battalion meet required suspense dates to higher HQ concerning retention issues? (Paragraph 2-2f(3), AR 601-280)</p> <p>ATTAINMENT OF OBJECTIVE</p> <p>Current Quarter:</p> <p>Initial</p> <p>Mid-term</p> <p>Careerist</p> <p>Special Mission</p> <p>Year to Date:</p> <p>Initial Term</p> <p>Mid-Career</p>				

